

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120120-1

REPORTS INVENTORY

DDS/OL/SD-62

XXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Headquarters Consolidated Activity Register

2. TYPE  
OF  
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)  
Computer Print-Out

8. ADP PROCESSING

<input checked="" type="checkbox"/>	YES
<input type="checkbox"/>	NO

IF YES GIVE ADP PROCESSING NO.  
117

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)OCS, OL/SD/FSB, OL/SD/ ☐ DSCB,  
OC-SCD/MSB11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-7	3.89	260	1,011.40	2	2,022.80

## B. COSTS OF COMPUTER PRODUCED REPORTS

			51.39	8	411.12
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TOTAL COSTS PER YEAR

2,433.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used as a basic reference and research tool. It is used in research and analysis work by every element in the Supply Division with the principal using activities listed in 10 above.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

25 Sept

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM  
9-70

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Classification

(22-36-43)